

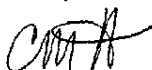
PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

Date: October 24, 1996

OCT 31 1996

To: Research and Development Personnel

From: Charity M. Harris



Subject: Records Disposal Suspension Notice - October 22, 1996

Attached is a copy of a memorandum from William Lynch in the Philip Morris New York Legal Department advising an additional suspension of document disposal. Please read it carefully, initiate the appropriate actions, and file this memorandum in your Philip Morris USA Records Management manual behind Appendix A with previous suspension notices.

Please **note the final paragraph in the attached memorandum**, directing you to review your files and declare any that are within the scope of this disposal suspension notice. If you have relevant documents or have had relevant documents, contact Charity Harris or Marian DeBardeleben immediately.

If you have any questions, please contact Charity Harris (x2411) or Marian DeBardeleben (x2876).

DOC CODE: R0070

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